



City of Tempe

SUSTAINABILITY DIRECTOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	568	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Office of Sustainability	<i>Salary / Hourly Minimum:</i>	\$110,699
<i>Supervision Level:</i>	Director	<i>Salary / Hourly Maximum:</i>	\$149,443
<i>Employee Group:</i>	SMT	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified	<i>Market Group:</i>	Deputy City Manager
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Officials and Administrators

DISTINGUISHING CHARACTERISTICS

The Sustainability Director is responsible for planning and overseeing the coordination, development, administration and integration of sustainability policies and practices across departments for the City of Tempe.

REPORTING RELATIONSHIPS

Receives general supervision from the Deputy City Manager - Chief Operating Officer, or from other senior management staff.

May exercise direct or functional/technical supervision over professional, technical, and administrative staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five years of progressively responsible project coordination experience in urban sustainability initiatives for the private or public sector. Grant writing or experience with applying for grants in a professional position desirable.
<i>Education:</i>	Bachelor's degree in Sustainability, Public Administration, or degree related closely to the core functions of this position. Master's degree preferred.
<i>License / Certification:</i>	None

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To plan, organize and administer the activities and operations of the Office of Sustainability.

The Sustainability Director is responsible for the coordination, development, administration and integration of sustainability policies and practices across departments for the City of Tempe and for

fundraising, executing and monitoring sustainability projects and leveraging research projects. The Director is responsible for the establishment of a well-organized, results-oriented and cohesive sustainability plan and work program in all relevant urban domains and to implement initiatives, priority policies and administrative directives. The Sustainability Program will reflect a balanced approach to building and sustaining a livable and inclusive community.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Administer, plan, and direct the activities of the Office of Sustainability.
- Direct, oversee and participate in the development of work plans; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Work closely with the City Council, City Manager, Deputy City Manager(s), advisory groups and City staff and act as a subject matter expert for development of sustainability-related policies, practices, programs, procedures and initiatives.
- Actively partner with outside agencies, government and stakeholders to achieve sustainability outcomes in the areas of local food production, public health promotion, sustainable mobility, solid waste diversion and recycling, water conservation, renewable energy and other sustainability issues.
- Establish meaningful performance measure for effective sustainability decision-making and properly track and report the City's progress towards established sustainability outcomes.
- Assess, integrate, implement and recommend modifications to current sustainability policies and initiatives based on experience, expertise, analysis, and national and international best practices.
- Evaluate, respond, and recommend responses to proposed projects, programs, ordinances, legislation, and rules of interest that might improve the sustainability outcomes of the City of Tempe.
- Develop and update a strategic sustainability plan based on goals and priorities of decision makers and the public.
- Seek various grant related opportunities and prepare grant submittals.
- Develop sustainability projects, together with city administration and in collaboration with the Julie Ann Wrigley Global Institute of Sustainability and other units at ASU, from proposal writing to implementation. Define and manage project scope, strategy, budget, and expectations.
- Coordinate activities with appropriate Council sub-committees and boards/commissions, as necessary.
- Make recommendations to the Deputy City Manager – Chief Operating Officer.
- Formulate new policies in response to Council direction.

- Work in close cooperation with Department Directors to further the sustainability objectives of the City.
- Prepare Council reports, memos and other forms of communication.
- Attend City Council, board/commission, neighborhood and various other meetings as required.
- Support and represent City Council and management policies and practices to the public and other City employees.
- Support sustainability-related public awareness and educational campaigns.
- Take lead management responsibility for sustainability policy activities, program services, personnel, fiscal resource and customer service systems.
- Provide vision and leadership while directing the overall activities of sustainability programs and lead team members to ensure optimal outcomes.
- Performs other duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Work in a stationary position for considerable periods of time;
- Utilize a desktop computer and/or tablet, smartphone and other office technology;
- Considerable reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective June 2018